

COUNTY OF SAN DIEGO, CALIFORNIA
BOARD OF SUPERVISORS POLICY

Subject

Expediting Permit Processing for Residential Drug and Alcohol Treatment/Recovery Facilities

**Policy
Number**

A-115

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Purpose

To reduce the time required to process permit applications for the establishment and operation of residential drug and alcohol treatment/recovery facilities.

Background

Residential drug and alcohol treatment/recovery facilities are needed as part of the County's comprehensive program to alleviate problems caused by substance abuse. Proposals to locate such facilities in certain areas may require obtaining approval of a major use permit. The process to obtain a major use permit is established by The Zoning Ordinance (Section 7350 through Section 7399). Other permits and clearances may also be required before such a facility can begin operation. To help meet the need for residential drug and alcohol treatment/recovery facilities in the shortest possible time, the following procedure is adopted to expedite the processing of required permit applications.

Policy

It is the policy of the Board of Supervisors that:

The County shall expedite the processing of permits and other clearances required for the establishment and operation of residential drug and alcohol treatment/recovery facilities.

Procedure

1. The Director of the Department of Health Services shall notify the Departments of Planning and Development Services and Public Works of any proposed residential drug or alcohol treatment/recovery project that should be subject to this policy.
2. The Directors of the Departments of Planning and Development Services and Public Works shall each appoint staff persons as the expeditors of residential drug and alcohol treatment/recovery projects.
3. The expeditors will be notified whenever a residential drug or alcohol treatment/recovery project is presented to either Department for regulatory permits, building permits or other clearances.
4. The expeditors will contact the applicant and specify all application requirements to avoid future delays due to applicant omissions.

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5. The expeditors will provide assistance to the applicant whenever needed during the processing.

6. A special tag will be attached to each portion of the application or material which will:

- a. Clearly identify the project as a residential drug or alcohol treatment/recovery facility; and
- b. Indicate that such a tagged project is to be placed on the top of the list of projects to be processed at each step in the review; and
- c. Specify that the expeditors are to be notified immediately if a particular portion of the application is experiencing, or is expected to experience, any delay beyond minimum processing time.

7. The expeditors will monitor and facilitate the processing of each such project at every step in the review.

8. Whenever the normal minimum processing time is being exceeded, the expeditors will contact the appropriate person to assist in facilitating the project.

Sunset Date

This policy will be reviewed for continuance by 12-31-2015.

Board Action

1-30-91 (9)
4-4-95 (28)
08-07-02 (5)
06-25-08 (12)
12-09-08 (33)
09/25/2012 (11)

CAO Reference

1. Department of Planning and Development Services
2. Department of Health Services
3. Department of Public Works